

DDA 79-0112/5

28 September 1979

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Chief, Information Services Staff, DDA

FROM: Clifford D. May, Jr.
Associate Deputy Director for Administration

SUBJECT: New Communications Support Requirements:
FY 1982 - FY 1986

1. The Office of Communications (OC) has requested the identification and prioritization of new communications support requirements for the fiscal year period 1982 through 1986. This OC request is in conjunction with the Agency's program and budget process and is limited to:

a. New communications support not currently being provided; and

b. Existing communications support that will change significantly during the planning period.

2. For each new or significantly changed requirement identified, please provide the following information:

a. A description of the requirement;

b. An explanation of the need for the service; and

c. The impact on your office and your customer(s) if the service is not provided in FY 1982.

Be as concise and specific as possible. All Directorate requirements will be prioritized, in largest part based upon the above information, before they are forwarded to OC.

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25X1 3. Your new communications support requirements should
be submitted to [redacted], DDA Communications Requirements
Coordinator, in priority order, not later than 16 November 1979.
25X1 Any questions concerning this matter should be directed to
[redacted]

[redacted] 25X1
Clifford D. ~~X~~May, Jr.